

Title	PUPIL ACCOMMODATION AND FACILITY ORGANIZATION	Procedure No. 4015a
Department	Organizational Support Services	
Reference(s)	Policy - Pupil Accommodation (4015) Procedure - Community Planning and Facility Collaboration Opportunities (4015b) Procedure - Attendance Area Review (4015c) Procedure - Holding Zones and Holding Schools (4015d)	Effective Date 2006 March 20

1.0 INTRODUCTION

- 1.1 Thames Valley District School Board has an ongoing long-term accommodation planning process for its Schools and other facilities, which assesses:
- 1.1.1 student programs;
 - 1.1.2 current enrolment and accommodation;
 - 1.1.3 enrolment projections (which includes an analysis of historical enrolment, current and proposed residential development, and community trends);
 - 1.1.4 renewal needs and facility condition; and
 - 1.1.5 Ministry initiatives pertaining to facilities and accommodation.
- 1.2 It is through its accommodation planning processes that Thames Valley District School Board forecasts:
- 1.2.1 which of its facilities may remain sustainable;
 - 1.2.2 where new Schools and significant renovations or additions may be needed;
 - 1.2.3 potential adjustments to existing Attendance Areas;
 - 1.2.4 which operating and sustainable facilities have unused space; and
 - 1.2.5 which facilities may be considered for consolidation and/or closure.

Administered By	Organizational Support Services
Amendment Date(s)	2013 March 5, 2016 March 29

- 1.3 In this Procedure, references to: “**TVDSB**” mean the district school board formed under the *Education Act* (Ontario) and known as Thames Valley District School Board; “**the Trustees**” means the Board of Trustees of TVDSB as elected from time to time; “**Trustee**” means one of the Trustees; and, references to “**TVDSB Senior Administration**” and “**TVDSB Administration**” refer to the respective levels of administrative personnel of TVDSB.
- 1.4 As a district school board, TVDSB has very specific responsibilities regarding student achievement, safety and well-being, as well as the management of its assets. In some circumstances, it may be necessary to consider and recommend School consolidations and/or closures. If a School is ultimately approved for closure and the Trustees approve the disposition of that School property, TVDSB will continue to follow applicable regulatory and legal requirements.
- 1.5 This Procedure has been developed to provide the framework for TVDSB’s Pupil Accommodation Review Process in circumstances when TVDSB’s Senior Administration recommends the consolidation and/or closure of one (1) or more Schools. Although the body of this Procedure describes the Pupil Accommodation Review Process, attached as Schedule A-1 to this Procedure is a flow chart which provides a summary of the sequencing of the process.
- 1.6 A School will normally only be subject to a pupil accommodation review once in a five (5) year period (such period beginning with the submission to the Trustees of an Initial Senior Administration Report containing a recommendation to close that School and ending five (5) years thereafter), unless the Trustees determine there are circumstances (including, without limitation, significant changes in enrolment or programs), which justify a departure from such convention.
- 1.7 This Procedure has been prepared in keeping with the Ministry’s March 2015 Pupil Accommodation Review Guideline.

2.0 DEFINITIONS

- 2.1 For purposes of this Procedure the following definitions will apply:
 - 2.1.1 **Attendance Area:** an area defined by a geographic boundary which determines, in part, students’ designation to a particular School or program (e.g. French Immersion and Emphasis Technology), based on primary residence within that area.
 - 2.1.2 **Business Day:** means a day other than a Saturday, Sunday, or statutory holiday in Ontario.
 - 2.1.3 **Chair’s Committee:** a committee of the Trustees formed in accordance with TVDSB’s By-laws.

- 2.1.4 **Community Organizations:** means the entities in a Region where any of the Schools which are subject to a pupil accommodation review are located, as identified in Schedule A to TVDSB's Community Planning and Facility Collaboration Opportunities Procedure (as amended or replaced), and/or who are otherwise listed, from time to time, as being entitled to receive Notices (as defined in TVDSB's Community Planning and Facility Collaboration Opportunities Procedure, as amended or replaced).
- 2.1.5 **Facility Condition Index (FCI):** a measurement of a School facility's condition determined using the Ministry mandated ratio between the five-year renewal needs and the replacement value for that facility.
- 2.1.6 **Final Public Meeting:** has the meaning given in section 12.2 of this Procedure.
- 2.1.7 **Final Report Presentation Meeting:** has the meaning given in section 15.2 of this Procedure.
- 2.1.8 **Final Senior Administration Report:** has the meaning given in section 15.1 of this Procedure.
- 2.1.9 **Holding School:** is a School designated by the Trustees to accommodate students from one (1) or more Holding Zones.
- 2.1.10 **Holding Zone:** an area defined by a geographic boundary, within an Attendance Area (usually with high concentrations of new or imminent development), for which the Trustees have approved that students residing in it are to attend a specified School based on available capacity, until such time as long-term accommodation and related revised Attendance Areas can be established.
- 2.1.11 **Initial Public Meeting:** has the meaning given in section 8.1 of this Procedure.
- 2.1.12 **Initial Senior Administration Report:** has the meaning given in section 4.1 of this Procedure.
- 2.1.13 **Ministry:** means the Ontario Ministry of Education.
- 2.1.14 **On-the-ground capacity (OTG):** the capacity of a School as determined by the Ministry by loading all instructional spaces within the School facility to current Ministry criteria for class size requirements and room areas.

- 2.1.15 **Orientation Meeting:** has the meaning given in section 7.1 of this Procedure.
- 2.1.16 **Post-Determination Meeting:** has the meaning given in section 14.1 of this Procedure.
- 2.1.17 **Post-Determination Meeting Invitees:** has the meaning given in section 14.1 of this Procedure.
- 2.1.18 **Public Delegation Meeting:** has the meaning given in section 15.3 of this Procedure.
- 2.1.19 **Pupil Accommodation Review Committee (PARC):** a committee established by TVDSB pursuant to section 6.0 of this Procedure.
- 2.1.20 **Pupil Accommodation Review Process:** the process described in this Procedure surrounding the possible consolidation and/or closing of a School or group of Schools. The Pupil Accommodation Review Process begins with the submission by TVDSB Senior Administration to the Trustees of an Initial Senior Administration Report containing one or more options to address pupil accommodation issues and which otherwise contains a recommendation to consolidate and/or close one or more Schools and create new Attendance Areas. Assuming the Trustees approve continuing with a Pupil Accommodation Review Process, the process ends when the students of the School(s) involved are accommodated pursuant to the final decision of the Trustees based on a Final Senior Administration Report.
- 2.1.21 **Region:** means the County of Elgin, including the City of St. Thomas, or the City of London, or the County of Middlesex, or the County of Oxford, depending upon where a School or group of Schools which are subject to a pupil accommodation review are located.
- 2.1.22 **School:** a body of elementary school pupils or secondary school pupils organized by TVDSB as a unit for educational purposes.
- 2.1.23 **School PARC Subcommittee:** has the meaning given in section 9.1 of this Procedure.
- 2.1.24 **School Community:** means, with reference to a particular School, the students on the roll of that School, those students' parents and/or guardians, and the School Council and the Home and School Association for that School.

- 2.1.25 **School Day:** a day other than Saturday, Sunday, a statutory holiday in Ontario, or a School Holiday.
- 2.1.26 **School Holidays:** includes TVDSB's summer break, winter break, March break and Easter Monday.
- 2.1.27 **School Information Profile (SIP):** has the meaning given in section 5.1 of this Procedure.
- 2.1.28 **School-Level Meeting:** has the meaning given in section 9.1 of this Procedure.
- 2.1.29 **Second Public Meeting:** has the meaning given in section 10.1 of this Procedure.
- 2.1.30 **Trustees:** has the meaning set forth in section 1.3 of this Procedure.

3.0 EXEMPTIONS FROM PUPIL ACCOMMODATION REVIEW PROCESS

- 3.1 The following outlines circumstances when TVDSB is not required to follow the Pupil Accommodation Review Processes provided for in this Procedure:
- 3.1.1 when a replacement School is to be built on the existing site, or built or acquired within the existing Attendance Area for a School;
- 3.1.2 when a replacement School is to be built on the existing site, or built or acquired within the existing Attendance Area for a School and the School Community of that School must be temporarily relocated to ensure the safety of students and staff during the reconstruction;
- 3.1.3 when a lease by TVDSB of a facility used by TVDSB as a School is terminated;
- 3.1.4 when TVDSB is planning the relocation (in any school year or over a number of school years) of grades or programs, in which the enrolment constitutes less than 50% of the School's enrolment;
- 3.1.5 when TVDSB is repairing or renovating a School, and the School Community must be temporarily relocated to ensure the safety of students during the renovations;
- 3.1.6 when a facility has been serving as a Holding School for a School Community whose permanent School is over-capacity and/or is under construction or repair; or

3.1.7 when there are no students enrolled at the School at any time throughout the school year.

In such circumstances, TVDSB will inform the respective School Communities of the proposed accommodation plans for students before a decision is made by the Trustees to consolidate and/or close a School. TVDSB will also provide written notice to: the Community Organizations in the Region where the School(s) are located (which includes the single and upper tier municipalities (through the Clerk's Department or equivalent) in that Region); coterminous school boards in that Region (through their respective Directors of Education); and, the Ministry (through the Assistant Deputy Minister of Financial Policy and Business Division), no fewer than five (5) Business Days after the Trustees' decision to proceed with a pupil accommodation recommendation which falls within the scope of the above provisions.

3.2 This Procedure does not apply to the use of facilities for alternate education, adult education and/or continuing education.

4.0 INITIAL SENIOR ADMINISTRATION REPORTS

4.1 The first step in a pupil accommodation review occurs when TVDSB Administration provides an initial senior administration report (an "**Initial Senior Administration Report**") to the Trustees containing one or more options to address pupil accommodation issues with respect to a School or group of Schools and which contains a recommendation to consolidate and/or close one or more Schools and create new Attendance Areas. Each accommodation option contained in an Initial Senior Administration Report will have supporting rationale. An Initial Senior Administration Report will:

4.1.1 contain a recommended option if more than one option is presented;

4.1.2 include information on actions taken by TVDSB Administration prior to formally submitting the Initial Senior Administration Report to the Trustees for a decision on whether to proceed with a pupil accommodation review;

4.1.3 include School Information Profiles for each of the Schools addressed in it;

4.1.4 specify the dates scheduled for the respective Orientation Meeting, Initial Public Meeting, the first School-Level Meeting (to be held pursuant to section 9.1 below), Second Public Meeting, the School-Level Meeting (to be held after the Second Public Meeting as required by section 11.1 below) and Final Public Meeting; and

4.1.5 otherwise address the matters set forth in section 4.2 below.

- Prior to formally submitting an Initial Senior Administration Report to the Trustees for a decision on whether to proceed with a pupil accommodation review, TVDSB Administration will have complied with TVDSB's Community Planning and Facility Collaboration Opportunities Procedure, as amended or replaced.
- 4.2 Accommodation option(s) included in an Initial Senior Administration Report will provide and/or address:
 - 4.2.1 a summary of accommodation issue(s) for the School(s) under review;
 - 4.2.2 where students are proposed to be accommodated and the proposed Attendance Areas;
 - 4.2.3 if proposed changes to existing facilities are required as a result of the pupil accommodation review;
 - 4.2.4 any program changes as a result of the proposed option;
 - 4.2.5 how student transportation would be affected if the proposed changes were to take place;
 - 4.2.6 if new capital investment is required, a proposal on how TVDSB would fund same, as well as a proposal on how students would be accommodated if funding does not become available;
 - 4.2.7 operating costs (and potential savings), which include staffing costs; and
 - 4.2.8 planning information received from Community Organizations (pursuant to section 5.7.2 of TVDSB's Community Planning and Facility Collaboration Opportunities Procedure, as amended or replaced) in connection with the annual meeting occurring prior to the preparation of the Initial Senior Administration Report and written submissions received by TVDSB from those Community Organizations who receive notice of the related Pre-Recommendation Meeting (as contemplated in section 7.0 of TVDSB's Community Planning and Facility Collaboration Opportunities Procedure, as amended or replaced).
 - 4.3 Any recommended option in an Initial Senior Administration Report will be accompanied by a timeline for implementation.
 - 4.4 Initial Senior Administration Reports will be posted on TVDSB's website at least five (5) Business Days before the presentation of those reports to the Trustees.
 - 4.5 Should the Trustees decide to proceed with a pupil accommodation review, the respective Initial Senior Administration Report will remain posted on TVDSB's

website until such time as the Final Senior Administration Report (as described in section 15.0 below) is posted on TVDSB's website.

5.0 SCHOOL INFORMATION PROFILES

- 5.1 Initial Senior Administration Reports will include a school information profile ("**School information Profile**" or "**SIP**") for each School under consideration. Among other purposes, SIPs will serve as orientation documents for the respective Pupil Accommodation Review Committee and the School Communities involved.

The SIP for each of the Schools which are subject to a pupil accommodation review will be prepared based on information available from the last fully completed school year and will be included in the Initial Senior Administration Report.

- 5.2 A SIP will include the following:

5.2.1 Facility Profile:

- (a) School name, address and Ministry identification number(s);
- (b) site plan and floor plan(s) of the School;
- (c) the date of the School's construction and of any subsequent additions;
- (d) Attendance Area map for the School;
- (e) context map for the School indicating the existing land uses surrounding the School;
- (f) planning map for the School with zoning, Official Plan or secondary plan land use designations;
- (g) size of the School site;
- (h) building area;
- (i) number of portable classrooms;
- (j) number and type of instructional rooms, as well as specialized classroom teaching spaces;
- (k) area of hard surfaced outdoor play area(s), green space(s) and Full Day Kindergarten play yards, the number of play fields and outdoor classrooms and the presence of outdoor facilities;

- (l) ten-year history of major facility improvements (item and cost);
- (m) projected five-year facility renewal needs of school (item and cost);
- (n) current Facility Condition Index, together with a definition of what the index represents;
- (o) a measure of proximity of the students to the School and the average distance to the School for students;
- (p) percentage of students that are and are not eligible for transportation under the then applicable transportation policies and procedures, information on the longest, shortest and average length of bus ride times for students to the School, as well as the number of buses required for student transportation;
- (q) school utility costs (totals per square metre and per student);
- (r) number of parking spaces on site at the School and an assessment of the adequacy of parking and bus/car access and egress;
- (s) measures that TVDSB has identified and/or addressed for accessibility of the School by persons with disabilities; and
- (t) On-the-ground capacity and surplus/shortage of pupil places.

5.2.2 Instructional Profile:

- (a) the number and type of teaching staff, non-teaching staff, support staff, itinerant staff and administrative staff at the School;
- (b) the courses and programs offered at the School;
- (c) the specialized service offerings at the School (e.g. cooperative education placements, guidance counseling, etc.);
- (d) current grade configuration of the School (i.e. junior kindergarten to Grade 8 and Grade 9 to Grade 12);
- (e) current class organization of the School (i.e. number of combined grades, etc.);
- (f) number of out of area students;
- (g) utilization factor/classroom usage;

- (h) summary of five previous years' enrolment and ten (10) year enrolment projection by grade and program; and
- (i) current extracurricular activities.

5.2.3 Other School Use Profile:

- (a) current non-school programs or services located at the School, as well as any revenue from these non-school programs or services and whether or not it is at full cost recovery;
- (b) current community facility collaborations at the School, as well as any revenue from the community facility collaborations and whether or not it is at full cost recovery;
- (c) community use of the School, as well as any revenue from the community use of the School and whether or not it is at full cost recovery;
- (d) availability of before and after school programs or services (e.g. child care), as well as any revenue from the before and after school programs and whether or not it is at full cost recovery;
- (e) lease arrangements at the School, as well as any revenue from leases and whether or not it is at full cost recovery; and
- (f) description of the School's suitability for community facility collaborations.

5.2.4 Other

TVDSB may, from time to time, introduce additional items to be reflected in a SIP.

6.0 PUPIL ACCOMMODATION REVIEW COMMITTEE ROLE AND FORMATION

- 6.1 If an Initial Senior Administration Report is submitted to the Trustees and the Trustees approve proceeding with a pupil accommodation review, a Pupil Accommodation Review Committee will be established on the basis described in section 6.0 of this Procedure. The role of a Pupil Accommodation Review Committee is to be the conduit for information shared between TVDSB and the School Communities for the Schools which are included in a particular pupil accommodation review, which role is to be fulfilled on the basis described in this Procedure. Pupil Accommodation Review Committees will neither be asked, nor entitled, to approve Initial Senior Administration Reports or Final Senior Administration Reports.
- 6.2 The membership of a Pupil Accommodation Review Committee should include:
- 6.2.1 For Pupil Accommodation Review Committees established in respect of Elementary Schools: two (2) parents and/or guardians of students enrolled as full-time students in each of the divisions (i.e. early years, primary, junior and intermediate) of the Schools which are subject to the pupil accommodation review; two (2) students enrolled as full-time students in the intermediate division of each School which is subject to the pupil accommodation review; and, the chair of the School Councils (or their designate) and the President of the Home and School Associations (or their designate) of each School which is subject to the pupil accommodation review. To the extent that a School which is subject to a pupil accommodation review has twenty (20) or more self-identified First Nation, Métis or Inuit students enrolled as full-time students of such School, one (1) of the parents or guardians of such students will be entitled to be a member of such Pupil Accommodation Review Committee. To the extent that a School which is subject to a pupil accommodation review has twenty (20) or more students enrolled as full-time students from a Holding Zone, one (1) of the parents or guardians of such students will be entitled to be a member of such Pupil Accommodation Review Committee; and
- 6.2.2 For Pupil Accommodation Review Committees established in respect of Secondary Schools: two (2) parents and/or guardians of students enrolled as full-time students in each of the grades of each of the Schools which are subject to the pupil accommodation review; one (1) student enrolled as a full-time student in each of the grades of each of the Schools which are subject to a pupil accommodation review; and, the chair of the School Councils (or their designate) and the President of the Home and School Associations (or their designate) of each School which is subject to the pupil accommodation review. To the extent that a School which is subject

to a pupil accommodation review has twenty (20) or more self-identified First Nation, Métis or Inuit students enrolled as full-time students of such School, one (1) of the parents or guardians of such students will be entitled to be a member of such Pupil Accommodation Review Committee. To the extent that a School which is subject to a pupil accommodation review has twenty (20) or more students enrolled as full-time students from a Holding Zone, one (1) of the parents or guardians of such students will be entitled to be a member of such Pupil Accommodation Review Committee.

- 6.3 No occasional, part-time or full-time TVDSB employee or Trustee may be a member of a Pupil Accommodation Review Committee. If a member of a Pupil Accommodation Review Committee becomes an occasional, part-time or full-time TVDSB employee or Trustee, such individual must resign from such Pupil Accommodation Review Committee and will not be replaced.
- 6.4 The respective principal of each of the Schools under consideration at the time of the formation of a Pupil Accommodation Review Committee will endeavour to enlist persons from the respective categories set out in section 6.2 above. As part of the principal's efforts to enlist members, the principal will, within two (2) Business Days of the Trustees' decision to undertake a pupil accommodation review:
 - 6.4.1 inform the chairs of the respective School Councils and the Presidents of the respective Home and School Associations, via e-mail, of the membership recruitment objectives;
 - 6.4.2 post notice of the membership recruitment objectives on the website for the respective School and include in such notice the dates scheduled for the respective Orientation Meeting, Initial Public Meeting, the first School-Level Meeting (to be held pursuant to section 9.1 below), Second Public Meeting, the School-Level Meeting (to be held after the Second Public Meeting as required by section 11.1 below); and Final Public Meeting; and
 - 6.4.3 arrange for an explanation of the membership recruitment objectives to be sent home with the students of the respective School.
- 6.5 If the number of persons wishing to be members of a Pupil Accommodation Review Committee exceeds the number of available spaces (determined on the basis set forth in section 6.2 above), the principal for the respective School will determine the identity of the various members by "picking names from a hat". In the event that fewer persons are interested in being a member of a Pupil Accommodation Review Committee than there are available spaces, that Pupil Accommodation Review Committee will be formed with such smaller number of persons as are interested from each of the respective categories. The principals

of the Schools which are subject to a pupil accommodation review will use reasonable efforts to determine the membership of the respective Pupil Accommodation Review Committee within ten (10) Business Days of the Trustees' decision to undertake a pupil accommodation review.

- 6.6 If a member of a Pupil Accommodation Review Committee resigns, they will not be replaced. For purposes of certainty, a member of a Pupil Accommodation Review Committee will not be permitted to appoint or send a designate to represent them at any meetings. Despite the foregoing, as indicated in sections 6.2.1 and 6.2.2, the chair of a School Council and the President of a Home and School Association, in each case for a School which is subject to a pupil accommodation review, may designate/appoint an individual to serve, in their place, on the applicable Pupil Accommodation Review Committee. Any such designation/appointment will, however, be for the entirety of the applicable Pupil Accommodation Review Process.

7.0 ORIENTATION MEETING

- 7.1 After the membership of a Pupil Accommodation Review Committee has been determined, TVDSB will invite the members to an orientation meeting (an “**Orientation Meeting**”), at which TVDSB Administration (or such persons(s) as TVDSB’s Director of Education may designate) will:
- 7.1.1 review the overall Pupil Accommodation Review Process, timelines and scheduled meetings;
 - 7.1.2 review relevant information contained both under this Procedure and TVDSB’s Community Planning and Facility Collaboration Opportunities Procedure (as the same may be amended or replaced), insofar as the applicable Initial Senior Administration Report is concerned;
 - 7.1.3 review the roles and responsibilities of the Pupil Accommodation Review Committee members as envisioned by this Procedure; and
 - 7.1.4 take questions of clarification on the roles and responsibilities of Pupil Accommodation Review Committee members.
- 7.2 An invitation to the respective Orientation Meeting will be sent to the respective Pupil Accommodation Review Committee members. An Orientation Meeting will be scheduled to take place prior to the respective Initial Public Meeting.
- 7.3 Orientation Meetings will be chaired by a member of TVDSB Senior Administration (or such other person as TVDSB’s Director of Education may designate). Orientation Meetings will occur on a Monday, Tuesday, Wednesday or Thursday (which is a School Day), between the hours of 5:00 p.m. and 10:00 p.m. (local time).

- 7.4 Notice of an Orientation Meeting will be posted on TVDSB's website at least five (5) Business Days prior to the date scheduled for the Orientation Meeting.
- 7.5 Orientation Meetings are open to the public.
- 7.6 Orientation Meetings will be subject to the protocols set out in sections 1, 5, 8, 9, 10, 11, 12 and 13 of Schedule B attached, with such amendments as the chair of the meeting determines the context requires.

8.0 INITIAL PUBLIC MEETING

- 8.1 Not less than thirty (30) Business Days of the Trustees' decision to proceed with a pupil accommodation review (but after the respective Orientation Meeting), TVDSB Administration will arrange to hold an initial public meeting (an "**Initial Public Meeting**"), at which members of the respective Pupil Accommodation Review Committee will be asked to attend. The Initial Public Meeting will be open to the public, including representatives of Community Organizations. TVDSB will provide notice of an Initial Public Meeting, at least ten (10) Business Days prior to the scheduled meeting date by:
 - 8.1.1 posting notice of the Initial Public Meeting on TVDSB's website;
 - 8.1.2 placing an ad in a local paper in each of the Region(s) in which any of the Schools which are subject to the respective pupil accommodation review are located;
 - 8.1.3 providing each student attending a School which is subject to the respective pupil accommodation review with written notice of the Initial Public Meeting so that those students can bring that notice home to their parents or guardians; and
 - 8.1.4 e-mail to the members of the applicable Pupil Accommodation Review Committee.
- 8.2 The Initial Public Meeting will be chaired by a member of TVDSB's Senior Administration (or such other person as TVDSB's Director of Education may designate), and will occur on a Monday, Tuesday, Wednesday or Thursday (which is a School Day), between the hours of 5:00 p.m. and 10:00 p.m. (local time). An agenda for an Initial Public Meeting will be posted on TVDSB's website at least five (5) Business Days prior to the scheduled meeting date. Initial Public Meetings will be subject to the protocols set out in Schedule B attached.
- 8.3 At the Initial Public Meeting:
 - 8.3.1 TVDSB will provide an overview of the Orientation Meeting held with the members of the applicable Pupil Accommodation Review Committee;
 - 8.3.2 TVDSB will present the applicable Initial Senior Administration Report;

- 8.3.3 TVDSB will provide an overview of the SIPs included in the applicable Initial Senior Administration Report;
- 8.3.4 the members of the applicable Pupil Accommodation Review Committee may ask questions of TVDSB Administration relating to the Accommodation Review Process and the information presented by TVDSB as specified above;
- 8.3.5 persons representing the Community Organizations invited to the respective Post-Determination Meeting (see section 14.1 below), will be permitted an opportunity to make presentations. TVDSB is not responsible for recording and/or summarizing any such presentation. Should a Community Organization wish its views to be included in the respective Final Senior Administration Report it is required to submit same in writing, via e-mail addressed to planning@tvdsb.on.ca, at least eight (8) Business Days prior to the date scheduled for the respective Final Public Meeting (as defined in section 12.2 below). Any written submissions so received will be distributed to the members of the respective Pupil Accommodation Review Committee, via e-mail, as soon as practical after TVDSB's receipt of same. Such materials will also be posted on TVDSB's website, again, as soon as practical after TVDSB's receipt of same. To the extent that any such entity wishes to make a presentation at the Initial Public Meeting, they will advise TVDSB of their wish to do so, via e-mail addressed to planning@tvdsb.on.ca, at least eight (8) Business Days prior to the date scheduled for the respective Initial Public Meeting. Presentations by Community Organizations will be limited to five (5) minutes and are subject to the applicable provisions of Schedule B attached; and
- 8.3.6 members of the public will be permitted an opportunity to make presentations at the Initial Public Meeting, so long as they advise TVDSB, via e-mail addressed to planning@tvdsb.on.ca, at least eight (8) Business Days prior to the date scheduled for the Initial Public Meeting of their desire to present and the topic of their presentation. TVDSB will have the authority to disallow presentations which are not germane to accommodation matters. Presentations by members of the public will be limited to five (5) minutes and are subject to the applicable provisions of Schedule B attached. TVDSB is not responsible for recording presentations made by members of the public. Should a member of the public want their views included in the respective Final Senior Administration Report, they are required to submit same in writing, via e-mail addressed to planning@tvdsb.on.ca, at least eight (8) Business Days prior to the date scheduled for the respective Final Public Meeting; and

8.3.7 if additional time is required to allow for presentations by those Community Organizations and members of the public who have submitted requests to make presentations in accordance with sections 8.3.5 or 8.3.6 above, as applicable, the chair of the meeting may recess the Initial Public Meeting to a specified time, date and location, without the requirement for any further or other notice to any persons or entities of the date, time or location at and on which the meeting will be reconvened.

9.0 SCHOOL-LEVEL MEETINGS

- 9.1 Following an Initial Public Meeting, the respective PARC members representing a particular School (“**School PARC Subcommittee**”) will hold meetings (“**School-Level Meetings**”) with the School Community for the School those PARC members represent. The purpose of School-Level Meetings is to: provide the School PARC Subcommittee with an opportunity to explain the information received at the respective Initial Public Meeting; and, obtain input from their School Community. Each School PARC Subcommittee is required to hold at least one (1) School-Level Meeting prior to the Second Public Meeting, on the date specified in the Initial Senior Administration Report approved by the Trustees. Each School PARC Subcommittee will otherwise determine the number of School-Level Meetings they wish to hold. School-Level Meetings will be held at the respective School (or, in the event there is insufficient space, at such other TVDSB facility as the principal of the respective School may determine).
- 9.2 The principal of the respective School (or such other person(s) as TVDSB’s Director of Education may designate), will support the School PARC Subcommittee by:
- 9.2.1 posting notice of all School-Level Meetings on that School’s website, at least five (5) Business Days prior to the date scheduled for the respective School-Level Meeting;
 - 9.2.2 arranging for the availability of administrative support for purposes of note-taking for the School-Level Meeting;
 - 9.2.3 posting the agenda for each School-Level Meeting on the website for the respective School and arranging for a copy of the respective agenda to be sent home with students of the respective School, in both cases at least two (2) Business Days prior to the date scheduled for the respective School-Level Meeting;
 - 9.2.4 arranging for space to be available for the School-Level Meetings; and

- 9.2.5 acting as a resource to the chair of the respective School PARC Subcommittee.
- 9.3 The agenda for a first School-Level Meeting will typically involve:
 - 9.3.1 calling the meeting to order and making introductions;
 - 9.3.2 a member of the respective School PARC Subcommittee providing an explanation of the information received by the School PARC Subcommittee at the Orientation Meeting, including, the applicable Initial Senior Administration Report;
 - 9.3.3 a question and answer period during which attendees will be entitled to ask members of the School PARC Subcommittee questions regarding the information made available to the School PARC Subcommittee at the Orientation Meeting;
 - 9.3.4 a period devoted to obtaining feedback from the School Community on the Initial Senior Administration Report;
 - 9.3.5 a determination of what, if any, additional information the School PARC Subcommittee may require from TVDSB Senior Administration regarding the Initial Senior Administration Report;
 - 9.3.6 a discussion of the need for and timing of future School-Level Meetings for purposes of further discussion; and
 - 9.3.7 adjournment.
- 9.4 School-Level Meetings held after a first School-Level Meeting will typically involve further discussions regarding the applicable Initial Senior Administration Report, with a view to enabling the School PARC Subcommittee to understand the views of the School Community on the Initial Senior Administration Report; and
- 9.5 School-Level Meetings will be chaired by such member of the respective School PARC Subcommittee as the School PARC Subcommittee may determine by majority vote. School-Level Meetings will occur on a Monday, Tuesday, Wednesday or Thursday (which is a School Day), between the hours of 5:00 p.m. and 10:00 p.m. (local time). School-Level Meetings will be subject to the protocols set out in Schedule C attached.

10.0 SECOND PUBLIC MEETING

- 10.1 At least twenty (20) Business Days, and not more than thirty-five (35) Business Days, after the Initial Public Meeting, TVDSB Administration will arrange to hold a second public meeting (an “**Second Public Meeting**”), at which members of the

respective Pupil Accommodation Review Committee will be asked to attend. The Second Public Meeting will be open to the public, including representatives of Community Organizations. TVDSB will provide notice of a Second Public Meeting, at least ten (10) Business Days prior to the scheduled meeting date by:

10.1.1 posting notice of the Second Public Meeting on TVDSB's website;

10.1.2 placing an ad in a local paper in each of the Region(s) in which any of the Schools which are subject to the respective pupil accommodation review are located;

10.1.3 providing each student attending a School which is subject to the respective pupil accommodation review with written notice of the Second Meeting so that those students can bring that notice home to their parents or guardians; and

10.1.4 sending an e-mail reminder to the members of the applicable Pupil Accommodation Review Committee.

10.2 Second Public Meetings will be chaired by a member of TVDSB Senior Administration (or such other person as TVDSB's Director of Education may designate), and will occur on a Monday, Tuesday, Wednesday or Thursday (which is a School Day), between the hours of 5:00 p.m. and 10:00 p.m. (local time). An agenda for each Second Public Meeting will be posted on TVDSB's website at least five (5) Business Days prior to the scheduled meeting date. Second Public Meetings will be subject to the protocols set out in Schedule B attached.

10.3 At Second Public Meetings:

10.3.1 TVDSB will provide an overview of the applicable Initial Senior Administration Report;

10.3.2 TVDSB will review the information it has disseminated pursuant to requests for additional information made in accordance with section 13.1 of this Procedure;

10.3.3 the chairs (or their respective designates) of each of the respective School PARC Subcommittees will report on the comments made and discussions had at their School-Level Meeting(s) held prior to the Second Public Meeting. Such report is not to exceed ten (10) minutes;

10.3.4 Community Organizations invited to the respective Post-Determination Meeting (see section 14.1 below), will be permitted an opportunity to make presentations. TVDSB is not responsible for recording and/or summarizing any such presentation. Should a Community Organization wish its review

to be included in the respective Final Senior Administration Report it is required to submit same in writing, via e-mail addressed to planning@tvdsb.on.ca, at least eight (8) Business Days prior to the date scheduled for the respective Final Public Meeting. Any written submissions so received will be distributed to the members of the respective Pupil Accommodation Review Committee, via e-mail, as soon as practical after TVDSB's receipt of same. Such materials will also be posted on TVDSB's website, again, as soon as practical after TVDSB's receipt of same. To the extent that any such entity wishes to make a presentation at a Second Public Meeting, they will advise TVDSB of their wish to do so, via e-mail addressed to planning@tvdsb.on.ca, at least five (5) Business Days prior to the date scheduled for the respective Second Public Meeting. Presentations by Community Organizations will be limited to ten (10) minutes and are subject to the applicable provisions of Schedule B attached;

10.3.5 members of the public will be permitted an opportunity to make presentations at Second Public Meetings, so long as they advise TVDSB, via e-mail addressed to planning@tvdsb.on.ca, at least eight (8) Business Days prior to the date scheduled for the Second Public Meeting of their desire to present and the topic of their presentation. TVDSB will have the authority to disallow presentations which are not germane to accommodation matters. Presentations by members of the public will be limited to five (5) minutes and are subject to the applicable provisions of Schedule B attached. TVDSB is not responsible for recording presentations made by members of the public. Should a member of the public want their view included in the respective Final Senior Administration Report, they are required to submit same in writing, via e-mail addressed to planning@tvdsb.on.ca, at least eight (8) Business Days prior to the date scheduled for the respective Final Public Meeting; and

10.3.6 if additional time is required to allow for: the chairs of the respective School PARC Subcommittees to report on the comments made and discussions had at the respective School-Level Meetings; or, presentations by those Community Organizations and members of the public who have submitted requests to make presentations in accordance with section 10.3.4 or 10.3.5 above, as applicable, the chair of the meeting may recess the Second Public Meeting to a specified time, date and location, without the requirement for any further or other notice to any persons or entities of the date, time or location at and on which the meeting will be reconvened.

11.0 FURTHER SCHOOL-LEVEL MEETINGS

- 11.1 Following the Second Public Meeting, the respective School PARC Subcommittee will hold at least one (1) additional School-Level Meeting with the School Community for the School those subcommittee members represent, on the date specified in the Initial Senior Administration Report approved by the Trustees. Each School PARC Subcommittee will otherwise determine the number of additional School-Level Meetings they will hold. The purposes of such further School-Level Meetings is to: provide the School PARC Subcommittee with an opportunity to explain the information received at the respective Second Public Meeting; and, obtain input from their School Community. Such additional School-Level Meetings are to be completed within ten (10) Business Days of the Second Public Meeting. Such further School-Level Meetings will be held at the respective School.
- 11.2 The principal of the respective School (or such other person(s) as TVDSB's Director of Education may designate), will support the School PARC Subcommittee in the same manner as contemplated in section 9.2 above. Section 9.5 above will also apply to such further School-Level Meetings.

12.0 REPORTS OF SCHOOL PARC SUBCOMMITTEE AND FINAL PUBLIC MEETING

- 12.1 One of the responsibilities of each School PARC Subcommittee will be to prepare a written report on the input received at their respective School-Level Meetings, for presentation at the Final Public Meeting by the respective chair of each School PARC Subcommittee. Such written report is to be completed and submitted via e-mail addressed to planning@tvdsb.on.ca on or before the date scheduled for the Final Public Meeting. A PARC School Subcommittee need not reach consensus as to the content of their written report and, if necessary, each member can prepare their own section to form part of such written report. In the event a School PARC Subcommittee elects not to submit a written report, the respective Pupil Accommodation Review Process will proceed without such report.
- 12.2 Not less than forty (40) Business Days after an Initial Public Meeting, TVDSB Administration will arrange to hold a final public meeting (a "**Final Public Meeting**"), at which members of the respective Pupil Accommodation Review Committee will be asked to attend. The Final Public Meeting will be open to the public, including representatives of Community Organizations. TVDSB will provide notice of a Final Public Meeting, at least ten (10) Business Days prior to the date scheduled for the meeting by:
- 12.2.1 posting notice of the Final Public Meeting on TVDSB's website;
 - 12.2.2 placing an ad in a local paper in each of the Region(s) which any of the schools which are subject to the pupil accommodation review are located;

12.2.3 providing each student attending a school which is subject to the respective pupil accommodation review with written notice of the Final Public Meeting so that those students can bring that notice home to their parents or guardians; and

12.2.4 e-mail to the members of the applicable PARC.

- 12.3 The Final Public Meeting will be chaired by a member of TVDSB's Senior Administration (or such other person as TVDSB's Director of Education may designate), and will occur on a Monday, Tuesday, Wednesday or Thursday (which is a School Day), between the hours of 5:00 p.m. and 10:00 p.m. (local time). An agenda for a Final Public Meeting will be posted on TVDSB's website at least five (5) Business Days prior to the date scheduled for the meeting.
- 12.4 At the Final Public Meeting the PARC School Subcommittees will present their respective reports on the input received from their respective School Communities. Such report is not to exceed ten (10) minutes.
- 12.5 There will be no presentations from Community Organizations or the public at Final Public Meetings. Sections 1, 2, 3, 9, 10, 11, 12, 13 and 14 of Schedule B to this Procedure will apply to Final Public Meetings.
- 12.6 At the end of each presentation by the chair of each School PARC Subcommittee, members of TVDSB Administration and the chairs of the other School PARC Subcommittees will be entitled to ask the presenter questions of clarification.

13.0 GENERAL MATTERS RELATING TO THE PUBLIC AND SCHOOL LEVEL MEETINGS

- 13.1 To the extent that the majority of School PARC Subcommittee members decide they require additional information from TVDSB on anything contained in an Initial Senior Administration Report, they may request same via e-mail addressed to planning@tvdsb.on.ca. TVDSB will use reasonable efforts to provide such information, so long as it is pertinent to the matter and is readily available to TVDSB, on an internal basis, without undue demands on TVDSB's resources. Such additional information will be communicated, via e-mail, to all members of the respective Pupil Accommodation Review Committee. All requests for additional information must be received at least ten (10) Business Days after the Second Public Meeting.
- 13.2 One of the purposes of holding Orientation Meetings, Initial Public Meetings, Second Public Meetings and Final Public Meetings in the manner contemplated in this Procedure is to promote consistency in the sharing of information.
- 13.3 The purpose of holding the School-Level Meetings and the production of the reports of the respective School PARC Subcommittees, in the manner

contemplated by this Procedure, is to allow each School Community involved in a pupil accommodation review to have an opportunity for input on the respective Initial Senior Administration Report.

- 13.4 School PARC Subcommittees shall assist TVDSB Administration by requesting any required additional information as soon as possible after the respective scheduled School-Level Meetings.

14.0 CONSULTATION WITH COMMUNITY ORGANIZATIONS

- 14.1 In the event the Trustees decide to proceed with a pupil accommodation review (and in addition to the meetings contemplated in section 8.0, 10.0 and 12.0 of this Procedure), TVDSB Administration will, within five (5) Business Days of such decision, notify the following entities of such decision and invite:

- 14.1.1 all municipal levels of government in the Region where the Schools which are the subject to the pupil accommodation review are located;

- 14.1.2 other Community Organizations listed, from time to time, on TVDSB's website as being Community Organizations entitled to notice of annual meetings pursuant to section 5.7 of TVDSB's Community Planning and Facility Collaboration Opportunities Procedure (as amended or replaced), and who are otherwise located in the Region where any of the Schools which are subject to the pupil accommodation review are located;

- 14.1.3 the Directors of Education of the coterminous boards of education operating in the Region in which any of the schools subject to the pupil accommodation review are located; and

- 14.1.4 the Assistant Deputy Minister of Financial Policy and Business Division of the Ministry,

to a meeting (the "**Post-Determination Meeting**") to discuss and comment on the recommended options in TVDSB's Initial Senior Administration Report which gave rise to the respective pupil accommodation review. The recipients of such an invitation are referred to as "**Post-Determination Meeting Invitees**" for purposes of this Procedure.

- 14.2 Notice of a Post-Determination Meeting, will be sent by e-mail to the Clerk's department (or equivalent) for single and upper tier municipalities in which any of the schools which are subject to the pupil accommodation review are located. Notice to other Community Organizations located in the Region(s) of the schools which are subject of the pupil accommodation review will be sent by e-mail to the contact person identified for each such Community Organization pursuant to section 4.2 of TVDSB's Community Planning and Facility Collaboration Opportunities Procedure (as amended or replaced).

- 14.3 Notice of a Post-Determination Meeting will:
- 14.3.1 provide a link to the respective Initial Senior Administration Report posted on TVDSB's website;
 - 14.3.2 specify the dates and times for both the Post-Determination Meeting, as well as the related Initial Public Meeting, Second Public Meeting and Final Public Meeting;
 - 14.3.3 advise Post-Determination Meeting Invitees that they are entitled to attend the Post-Determination Meeting, as well as the related Initial Public Meeting, Second Public Meeting and Final Public Meeting;
 - 14.3.4 advise Post-Determination Meeting Invitees that they are entitled to make presentations at the Initial Public Meeting and the Second Public Meeting;
 - 14.3.5 request that Post-Determination Meeting Invitees respond, via e-mail addressed to planning@tvdsb.on.ca, as to whether they will be attending the Post-Determination Meeting and/or the related Initial Public Meeting and Second Public Meeting, as well as whether they wish to make a presentation at the related Initial Public Meeting or Second Public Meeting; and
 - 14.3.6 advise Post-Determination Meeting Invitees that, to the extent they want their views to be included in the Final Senior Administration Report (see sections 14.4 and 15.1 below), they must provide same, in writing, via e-mail addressed to planning@tvdsb.on.ca, at least eight (8) Business Days prior to the date scheduled for the respective Final Public Meeting.
- 14.4 TVDSB is not responsible for recording presentations made at a Post-Determination Meeting, an Initial Public Meeting or a Second Public Meeting, and should a Post-Determination Meeting Invitee want their views to be included in the respective Final Senior Administration Report, they are required to submit same, in writing, via e-mail addressed to planning@tvdsb.on.ca, at least eight (8) Business Days prior to the respective Final Public Meeting.
- 14.5 TVDSB will maintain a record of the e-mails providing notice to the respective Post-Determination Meeting Invitees of a Post-Determination Meeting and will maintain said records in accordance with TVDSB's Records Information Management Procedure (as amended or replaced).
- 14.6 Although TVDSB will record attendance at a Post-Determination Meeting, it will not be responsible for recording and including any verbal comments or presentations made, or discussions had, at a Post-Determination Meeting in the respective Final Senior Administration Report. As indicated above, if a Post-

Determination Meeting Invitee wants their views included in the respective Final Senior Administration Report, they are required to submit same, in writing, via e-mail addressed to planning@tvdsb.on.ca, at least eight (8) Business Days prior to the date scheduled for the respective Final Public Meeting.

- 14.7 Schedule A-2 to this Procedure highlights the opportunities this Procedure provides to Community Organizations to provide input on the respective Initial and Senior Administration Reports, as applicable.

15.0 COMPLETING THE ACCOMMODATION REVIEW

15.1 Final Senior Administration Report

15.1.1 Not less than ten (10) Business Days after the Final Public Meeting, TVDSB Administration will prepare (for presentation to the Trustees) a final senior administration report (a “**Final Senior Administration Report**”). The Final Senior Administration Report will be: sent, via e-mail, to the members of the respective Pupil Accommodation Review Committee and the respective Post-Determination Meeting Invitees; and, posted on TVDSB’s website, at least ten (10) Business Days prior to the date scheduled for the Final Report Presentation Meeting (defined and described in section 15.2 below). The dates scheduled for the Final Report Presentation Meeting and the Public Delegation Meeting (as defined and described in section 15.2 below), as well as the date of the meeting of the Trustees scheduled to make a final decision on the Final Senior Administration Report, will be included in the Final Senior Administration Report. The Final Senior Administration Report will:

- (a) advise parties wishing to make presentations to the Trustees at the Public Delegation Meeting that they are required to submit a presenter package in the manner described in section 2 of Schedule D attached;
- (b) include as schedules to the Final Senior Administration Report, any written views and/or materials received pursuant to sections 8.3.5, 8.3.6, 10.3.3, 10.3.4 or 14.3.6 of this Procedure;
- (c) include as a schedule to the Final Senior Administration Report the final written reports of the applicable School PARC Subcommittees; and
- (d) include TVDSB Senior Administration’s recommendations on pupil accommodation and attendance areas, together with a proposed timeline for implementation.

15.2 Final Report Presentation Meeting

15.2.1 After a Final Public Meeting (and prior to the respective Public Delegation Meeting), TVDSB Senior Administration will present the respective Final Senior Administration Report to the Trustees. Such presentation will be an agenda item at a meeting of the Trustees (and for purposes of this Procedure any such meeting will be referred to as a “**Final Report Presentation Meeting**”).

15.2.2 Trustees may ask TVDSB Senior Administration questions of clarification regarding a Final Senior Administration Report presented at a Final Report Presentation Meeting; however, there will be no debate with respect to or vote on the respective Final Senior Administration Report at that time. The final decision of the Trustees on the recommendations in the Final Senior Administration Report will be made at a later meeting of the Trustees (see section 15.4).

15.2.3 Notice of and protocols for agendas for Final Report Presentation Meetings will be those specified in TVDSB’s By-laws for any regular meeting of the Trustees.

15.3 Public Delegation Meeting

15.3.1 After the Final Report Presentation Meeting (and after the applicable Final Senior Administration Report has been sent via e-mail to the respective Post-Determination Meeting Invitees and the members of the respective School PARC Subcommittees, and posted on TVDSB’s website), there will be a meeting of the Trustees (a “**Public Delegation Meeting**”), whether as part of a regularly scheduled meeting or one convened specifically for the purpose, to allow members of the public to provide feedback to the Trustees on the Final Senior Administration Report.

15.3.2 Notice of a Public Delegation Meeting will be included in the respective Final Senior Administration Report and posted on TVDSB’s website at least ten (10) Business Days prior to the date scheduled for the respective Public Delegation Meeting. If the number of public presentations exceeds the available time, additional dates will be scheduled and posted on TVDSB’s website.

15.3.3 Public Delegation Meetings will be subject to the rules and protocols set forth in Schedule D attached.

15.3.4 TVDSB Administration will compile the feedback received by virtue of the presentations made during a Public Delegation Meeting, which will be submitted to the Trustees, prior to the date scheduled for the meeting of

the Trustees at which they are anticipated to make a final decision on the Final Senior Administration Report.

15.4 Final Decision of the Trustees

15.4.1 The Trustees have the discretion to approve the recommendation(s) contained in the Final Senior Administration Report, modify the recommendation(s) contained in the Final Senior Administration Report, or to approve a different outcome.

15.4.2 There must be at least ten (10) Business Days between a Public Delegation Meeting and the date scheduled for the meeting of the Trustees at which a final decision is to be made with respect to the respective accommodation and Attendance Area matters.

15.4.3 The Trustees will endeavor, so long as circumstances permit, not to make their final decision regarding a pupil accommodation review during TVDSB's summer holiday period (typically from July 1 to the day after Labour Day). In no circumstances will the Trustees make a final decision regarding a pupil accommodation review between September 1 and October 31 in a year in which a regular election under the *Municipal Elections Act* (Ontario) is to occur.

16.0 MINIMUM TIMELINES FOR THE PUPIL ACCOMMODATION REVIEW PROCESS

A Pupil Accommodation Review Process must comply with the following minimum timelines:

16.1 Within five (5) Business Days of the date the Trustees' approve the undertaking of a pupil accommodation review, TVDSB's Administration will have complied with the applicable provisions of section 14.0 above.

16.2 Beginning with the date the Trustees' decide to proceed with a pupil accommodation review, there must be no fewer than thirty (30) Business Days before the respective Initial Public Meeting.

16.3 There will be a minimum period of forty (40) Business Days between the Initial Public Meeting and Final Public Meeting.

16.4 The Final Senior Administration Report must be posted on TVDSB's website no fewer than ten (10) Business Days after the Final Public Meeting.

16.5 From the posting of the applicable Final Senior Administration Report on TVDSB's website, there must be no fewer than ten (10) Business Days before the date scheduled for the related Public Delegation Meeting.

- 16.6 There must be no fewer than ten (10) Business Days between a Public Delegation Meeting and the date scheduled for the meeting of the Trustees at which a final decision is to be made with respect to the respective accommodation matters.

17.0 TRANSITION PLANNING

- 17.1 In the event that a School is to be consolidated and/or closed, TVDSB will communicate the following information to the students and parent/guardians of the students enrolled at the affected Schools:

17.1.1 timelines for the consolidation and/or closure;

17.1.2 adjustments to Attendance Areas;

17.1.3 availability of School programs;

17.1.4 related student transportation information; and

17.1.5 staffing compliments.

- 17.2 TVDSB may also enlist parents/guardians from the affected Schools by establishing transition working groups to provide feedback on:

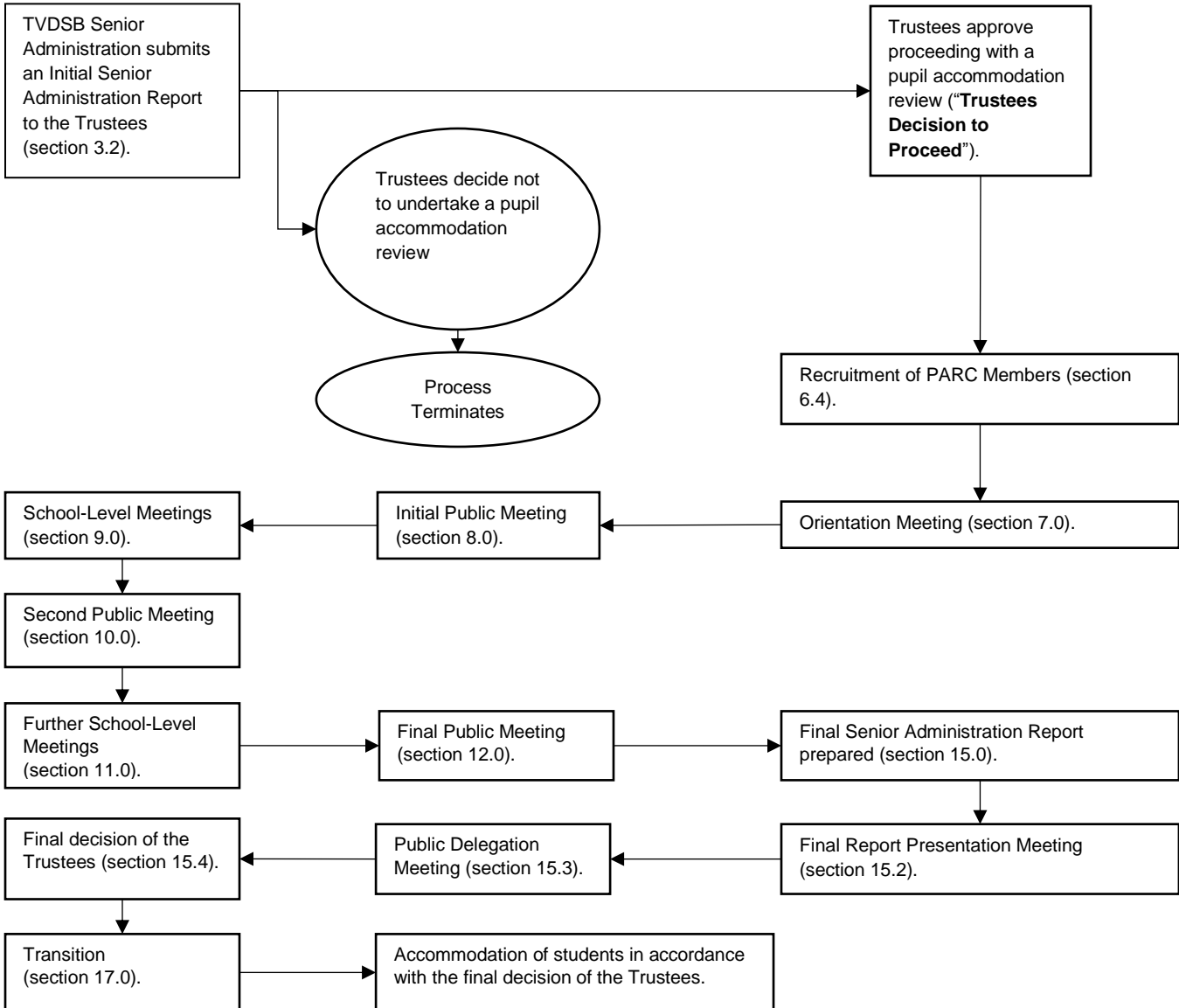
17.2.1 orientation events for students and staff;

17.2.2 the distribution of memorabilia and school equipment;

17.2.3 school spirit matters; and

17.2.4 School council assets.

SCHEDULE A-1 PUPIL ACCOMMODATION REVIEW PROCESS



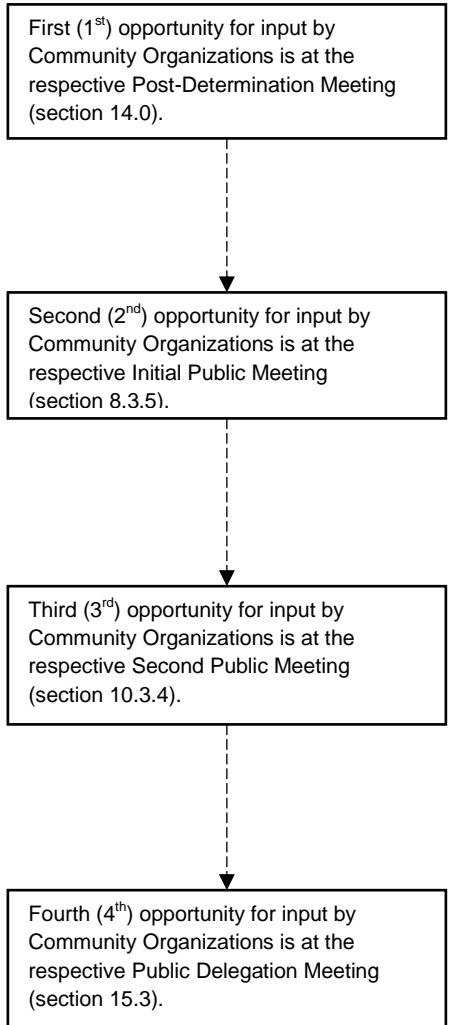
NOTES:

1. Capitalized terms used in this Schedule A-1 (and which are not defined in this Schedule A-1), have the respective meaning given in the body of the Procedure.
2. Section number references in this Schedule A-1 are to the respective sections of the Procedure.
3. This Schedule A-1 is intended to provide a general overview of the sequencing of the Pupil Accommodation Review Process and is subject to the Procedure.

MINIMUM TIMELINES FOR PUPIL ACCOMMODATION REVIEW PROCESS:

1. Within five (5) Business Days of the date the Trustees' approve the undertaking of a pupil accommodation review, TVDSB's Administration will have notified Community Organizations as provided for in section 14.0 the Procedure.
2. Beginning with the date the Trustees' decide to proceed with a pupil accommodation review, there must be no fewer than thirty (30) Business Days before the respective Initial Public Meeting.
3. There will be a minimum period of forty (40) Business Days between the Initial Public Meeting and Final Public Meeting.
4. The Final Senior Administration Report must be posted on TVDSB's website no fewer than ten (10) Business Days after the Final Public Meeting.
5. From the posting of the applicable Final Senior Administration Report on TVDSB's website, there must be no fewer than ten (10) Business Days before the date scheduled for the related Public Delegation Meeting.
6. There must be no fewer than ten (10) Business Days between a Public Delegation Meeting and the date scheduled for the meeting of the Trustees at which a final decision is to be made with respect to the respective accommodation matters.

SCHEDULE A-2
OPPORTUNITIES FOR COMMUNITY ORGANIZATIONS TO PROVIDE INPUT ON SENIOR
ADMINISTRATION REPORTS



NOTES:

1. Capitalized terms used in this Schedule A-2 have the respective meaning given in the body of the Procedure.
2. Section number references in this Schedule A-2 are to the respective sections of the Procedure.

SCHEDULE B
PUBLIC MEETING PROTOCOLS

The following will apply to Orientation, Initial Public, Second Public and Final Public Meetings (unless otherwise specified in the Procedure to which this Schedule is attached):

1. The chair of the meeting (in this Schedule B, the “**Chair**”), will ensure that all presentations, questions and answers are directed through the Chair and that personal remarks and discourteous language are not permitted. The Chair may refuse to permit questions from any person who is or has been discourteous or disrespectful. Clarity and brevity are encouraged. The Chair may limit or exclude questions that fall outside the purposes of the meeting, are repetitive, irrelevant or immaterial.
2. Oral presentations will be a maximum of ten (10) minutes for an approved delegation representing a School Council, or a Home and School Association, in good standing and five (5) minutes for individuals or representatives of an organization/group, including Community Organizations. Community Organizations, members of the general public, a School Council and a Home and School Association will be limited to one (1) presentation per pupil accommodation review.
3. Presentations by Community Organizations should address the matters identified in the written materials submitted by the respective Community Organization. If the presentation differs substantially from the written materials submitted by the respective Community Organization, the Chair has the right to rule the presentation out of order.
4. Presentations by members of the general public should be on the topic they advised TVDSB they would be presenting on. If the presentation is not on such topic, is offensive or offends TVDSB’s values, the Chair has the right to rule the presentation out of order.
5. Only members of the respective Pupil Accommodation Review Committee may ask questions of clarification regarding the information presented by TVDSB, following the conclusion of TVDSB’s presentation. The Chair will determine the order of questions.
6. Only TVDSB Administration and members of the respective Pupil Accommodation Review Committee may ask Community Organizations and members of the general public making presentations, questions of clarification regarding the information presented, following the respective presentation. The order of questions will be determined by the Chair, but will usually begin with questions from TVDSB Administration.
7. After all presentations have been made and neither TVDSB Administration nor the members of the respective Pupil Accommodation Review Committee have any further questions of clarification thereon, and so long as there is time remaining in the meeting,

any person attending the meeting may ask TVDSB Administration questions of clarification regarding information presented by TVDSB at the meeting.

8. A person wishing to make remarks or ask questions should raise their hand and wait to be recognized by the Chair.
9. The Chair may, in the Chair's discretion, establish time limits or limit the number of questions to be asked by any person.
10. The Chair, in deciding a point of order or practice will, before declaring a decision, give reason for such decision. Any ruling of the Chair will be final.
11. Any person present at the meeting who does not adhere to the meeting protocols, disregards a decision of the Chair, or makes any disorderly noise or disturbance, may be ordered by the Chair to leave the meeting room for the remainder of the meeting. In the case of a refusal to do so, the Chair may order the removal of that person.
12. Media and the public may attend the meeting and sit in the public area. No media interviews or reporting will be allowed in the meeting room while the meeting is taking place. All members of the media and public are allowed to tape or video record meetings. Recordings should be done in a manner that does not interfere with the meeting. The Chair may make a determination that a recording is being done in an intrusive manner taking into consideration, but not limited to, brightness of lights, distance from the deliberations, size of the equipment and the general layout and functioning of the meeting room. If the Chair makes a determination that any recording is intrusive, the Chair may request an accommodation to avoid the interference with the meeting and if not complied with may request the individual to leave the meeting room.
13. All members of the media and any other person wishing to record the meeting, or part of it, must advise the Chair or the secretary of the meeting of such individual's presence and intention to record the meeting, or part of it, prior to the commencement of the meeting. In such circumstances, the Chair will advise that the meeting is being recorded.

SCHEDULE C
SCHOOL-LEVEL MEETING PROTOCOLS

The following will also apply to the School-Level Meetings contemplated in the Procedure to which this Schedule is attached:

1. The chair of the meeting (in this Schedule C, the “**Chair**”), will ensure that presentations, remarks, questions and answers are directed through the Chair and that personal remarks and discourteous language are not permitted. The Chair may refuse to permit remarks or questions from any person who is or has been discourteous or disrespectful. Clarity and brevity are encouraged. The Chair may limit or exclude remarks or questions that fall outside the purposes of the meeting, are repetitive, irrelevant or immaterial.
2. A person wishing to make remarks or ask questions, should raise their hand and wait to be recognized by the Chair.
3. The Chair may, in the Chair’s discretion, establish time limits or limit the number of remarks or questions by any person.
4. The Chair, in deciding a point of order or practice will, before declaring a decision, give reason for such decision. Any ruling of the Chair will be final.
5. Any person present at the meeting who does not adhere to the meeting protocols, disregards a decision of the Chair, or makes any disorderly noise or disturbance, may be ordered by the Chair to leave the meeting room for the remainder of the meeting. In the case of a refusal to do so, the Chair may order the removal of that person.
6. Media and the public may attend the meeting and sit in the public area. No media interviews or reporting will be allowed in the meeting room while the meeting is taking place. All members of the media and public are allowed to tape or video record meetings. Recordings should be done in a manner that does not interfere with the meeting. The Chair may make a determination that a recording is being done in an intrusive manner taking into consideration, but not limited to, brightness of lights, distance from the deliberations, size of the equipment and the general layout and functioning of the meeting room. If the Chair makes a determination that any recording is intrusive, the Chair may request an accommodation to avoid the interference with the meeting and if not complied with may request the individual to leave the meeting room.
7. All members of the media and any other person wishing to record the meeting, or part of it, must advise the Chair or the secretary of the meeting of such individual’s presence and intention to record the meeting, or part of it, prior to the commencement of the meeting. In such circumstances, the Chair will advise that the meeting is being recorded.

SCHEDULE D
PUBLIC DELEGATION MEETING PROTOCOLS

1. Individuals and groups will be limited to one presentation to the Trustees per pupil accommodation review.
2. To appear before the Trustees, a presenter package, in the form available on TVDSB's website must be submitted in accordance with the instructions appearing on TVDSB's website prior to Public Delegation Meeting.
3. The Chair's Committee will review the Presenters' Packages received to ensure that the proposed presentations are germane to the applicable pupil accommodation review and will determine the order and number of presentations. The Chairs' Committee will have the authority to disallow any presentation if they determine that the presentation is not germane to the applicable pupil accommodation review or offends TVDSB values.
4. The Trustees will be advised of all presentation requests through the report of the Chair's Committee.
5. Oral presentations will be a maximum of ten (10) minutes for an approved delegation representing a School Council, or a Home and School Association, in good standing and five (5) minutes for individuals or representatives of an organization/group, including Community Organizations. Community Organizations, members of the general public, School Councils and Home and School Associations will be limited to one (1) presentation per pupil accommodation review.
6. Presentations should address the concerns identified in the Presenters' Package. If the materials presented differ substantially from the written submission, the Chair has the right to rule the presentation out of order.
7. At the conclusion of each public presentation, the Trustees may ask questions of clarification.
8. Public Delegation Meetings will otherwise be conducted in accordance with the applicable provisions of TVDSB's By-laws.